



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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**STUDENT ASSISTANT  
\$9.00 - \$12.13 HOURLY  
INFORMATION TECHNOLOGY DIVISION  
CDI MENU MODERNIZATION PROJECT  
SACRAMENTO**

**RESPONSIBILITIES:**

Under close supervision, the student will assist in planning, designing, and implementing of technical solutions. The incumbent may assist the California Department of Insurance (CDI) Menu Modernization Project (CMMP) programmers to modify programs, environments, tables, systems, etc. to accommodate change requirements or system software changes. They may provide support for application systems as needed by the department; develop AD-HOC reports, vendor correspondence, communication links, specifications, and data extracts and imports based on customer requests.

**DESIRABLE QUALIFICATIONS**

**SPECIAL PERSONAL CHARACTERISTICS**

- Ability to adjust to shifting priorities and meet stated deadlines
- Ability to exercise a high degree of initiative, independence, and flexibility
- Ability to communicate well both orally and in writing

**ADDITIONAL QUALIFICATIONS**

- Understanding of database design and programming
- Computer Science Major

**INTERPERSONAL SKILLS**

- Service oriented with good interpersonal skills

**WHO MAY APPLY:**

Applications will be accepted from current State employees at the Student Assistant level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position. More than one position may be hired from this recruitment.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Student Assistant, PSN # 413-108-4870-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE: Until Filled**

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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